



# VIP PASSPORT SERVICES, INC.

2012 Louisiana Street  
Houston, Texas 77002

713-659-8472 1-800-856-8472 Fax 713-659-3767

Website: [www.vippassports.com](http://www.vippassports.com) Email: [info@vippassports.com](mailto:info@vippassports.com)

## WORK ORDER REQUEST FORM

**(RETURN THIS FORM WITH EACH REQUEST)**

### BILLING INFORMATION:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### RETURN DOCUMENTS TO:

CONTACT: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/ST: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION:

CARD#: \_\_\_\_\_  
EXP. DATE: \_\_\_\_\_ CVV#: \_\_\_\_\_

**SIGNATURE OF CARD HOLDER  
REQUIRED:** \_\_\_\_\_

### BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: \_\_\_\_\_

**AUTHORIZED AMOUNT TO CHARGE MY  
CREDIT CARD: US\$** \_\_\_\_\_

TRAVELERS NAME: \_\_\_\_\_

DATE OF USA DEPARTURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATE YOU NEED PASSPORT: \_\_\_\_\_

VIP RESERVATION/FILE LOCATOR NUMBER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

### HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER\_\_ INTERNET\_\_ REFERRED\_\_ BY\_\_\_\_\_ WALK-IN\_\_



# Visa Requirements

## General provision (How, When and Where to Apply)

At the Consular Office of the Embassy of Ukraine applications are accepted in person between 9 AM and 12 PM from Monday to Friday.

Be advised that the Consular Office of the Embassy of Ukraine does NOT offer 1 (one) business day visa processing. We offer up to 30 business day for regular visa processing and rush processing for up to 15 days.

It is advisable to apply for a visa not less than two month prior to your prospective departure date. When an application is submitted in person, a numbered receipt (a pick-up slip) is issued to the submitter. This receipt should be presented at the Embassy when the visa is claimed.

In case of need, a Consular officer may request additional documents that would in a better way specify or support the purpose of the alien's trip or invite a certain person for an additional interview.

### PLEASE NOTE:

Visa processing starts only after we have registered your application and collected all necessary documents. A drop-off day is not counted as a business day.

### FOR ALL VISAS THE FOLLOWING MUST BE SUBMITTED:

1. A national passport, valid for at least one month after the expiration date of the requested visa and having at least one blank visa designated pages;
2. [OneVisa Application](#) form (you will need Acrobat Reader to view or print these forms) per each passport holder - answered completely and legibly typed or printed in ink in block letters, dated and personally signed by the applicant aged 16 or over or by a parent or a legal guardian of the applicant under 16.
3. One photo - recent, passport-sized, resembling applicant's travel document photo.
4. Together with all items listed above the following documents, each hereinafter referred to as "the supporting document", related to the purpose of entry, must be submitted in support of the Application for: Business Visa, Visa for Religious Mission, Visa for Humanitarian Mission, Visa for Members of Rescue Services, Student Visa, Visa for Mass Media Staff, Private Visa, Tourist Visa, Transit Visa, Immigration Visa, Visa for International Transport Service Staff, Cultural Visa, Scientific Visa.

Please note: The Consular office has full authority to evaluate and request more documents than those submitted by the applicant. The latter is hereby informed that submitting the aforementioned documents does not guarantee automatic issuance of the visa.

**FOR NON US CITIZENS (VISA HOLDERS and RESIDENTS) :** Sample of an Invitation letter, approved by the Ministry of Internal Affairs of Ukraine (downloadable)

## **Visa Types**

**ENTRY / EXIT REQUIREMENTS FOR U.S. CITIZENS:** You need a valid passport to enter Ukraine. If you are a U.S. citizen, you do not need to have a Ukrainian visa as long as you will be in Ukraine for fewer than 90 days within a 180-day period. You need a visa or valid Ukrainian residency permit for all stays longer than 90 days. You cannot get a Ukrainian visa at the airport or at the border. If you need a visa, please get it in advance at a Ukrainian Embassy or Consulate.

Check your visa carefully so that you know the validity period. You are responsible for knowing the rules for the type of visa you have. Sometimes U.S. citizens try to come to Ukraine before their visa allows. Remember, in Ukraine the date is written day-month-year. If you come to Ukraine before your visa allows, you can be stopped at the border, not allowed to enter Ukraine, and required to return to your point of origin at your own expense.

### **ACCORDING TO THE NEW VISA REGULATION PROCEDURE ENTERED INTO THE FORCE SEPTEMBER 10, 2011:**

Introduces three classes of visas for US citizens:

1. Transit visa (VB), which will allow transit through the territory of Ukraine within the period of 5 days. Travellers can apply for one entry, two entries, as well as multiple entries within the period of one year.
2. Short-term visa (VC), non- petition based of visas, which will allow stay in Ukraine for less than 90 days within 180 days starting from the first entry to Ukraine. This visa will be issued as a one-entry, two-entries and multiple-entries valid for the period of up to 5 years.
3. Long-term one-entry visa (VD), petition-based of visas, which could be issued for applicants entering Ukraine with the purpose of obtaining documents permitting stay in Ukraine for the period of longer than 90 days. Within 45 days from the moment of entry to Ukraine a holder of long-term one-entry visa should legalize his status in Ukraine (apply to relevant authorities in Ukraine for a permanent/temporary residence permit or special stamp to the passport).

## **TRANSIT**

What kind of document should be a ground for this type of visa?

Visa for another country if it is required or air ticket

Confirmation of international transit person or goods.

Valid license on international freight.

### **SHORT-TERM**

Valid for NON-US citizens (check the visa-free regime section) and the US citizens who have already used 90-days visa free-regime within 180 days.

Be advised that NON-US citizen have to present the US Permanent Residence Card of valid US visa.

What kind of document should be a ground for this type of visa?

### **Private Purpose**

Original letter of invitation approved by the relevant offices of the Ministry of Internal Affairs of Ukraine.

### **Touristic Purpose**

Original touristic voucher which can be arranged by Ukrainian relevant touristic agency. During entering in Ukraine a hard copy of touristic voucher have to be presented together with the passport and touristic visa to Ukrainian Border Protection Officer.

### **Official Purpose**

Original Letter of Invitation from Ukrainian ministries or other state or governmental bodies.

### **Transit Purpose**

Agreement on international freight as well as a valid license on international freight.

### **Treatment Purpose**

Original Letter of Invitation from Ukrainian hospital.

### **Investment Purpose**

Document which confirmed the registration of investment to the economy of Ukraine (no less than 50 000 USD).

### **Humanitarian Purpose**

Letter from the Commission on the humanitarian relief of the Cabinet of Ministers of Ukrainian for individuals who will provide a Humanitarian relief.

### **Religious Purpose**

Original letter of invitation from Ukrainian Church as well as a document which will confirm the state registration of the Church.

### **Mass-Media Purpose**

Original letter from top-official of the foreign mass-media on visa for journalist who will care his duties in Ukraine.

### **Official Purpose**

Original letter from foreign state or governmental bodies as well as international organization.

### **Originally was born in Ukraine**

The document of foreign Ukrainians (Posvidchennia Zakordonnogo Ukraica ) or Certificate of birth in the territory of Ukraine.

### **LONG-TERM, ONE-ENTRY**

#### **Employment**

Employment authorization document - (DOZVIL NA PRATSEVLASHTUVANNIA) in the name of the applicant issued by the Ukrainian State Center of Employment and obtained for him/her in advance by the employer in Ukraine.

#### **Immigration**

Copy of the Permission to immigrate in Ukraine arranged by the state Ukrainian Immigration Service.

#### **Student visa**

To obtain Ukraine's entrance visa (student visa) it is necessary to submit to the Embassy the documents as follows:

- a passport;
- an original letter of invitation to study;
- an education certificate along with grades (an original and notarized translation into the Ukrainian or Russian language);
- a birth certificate (an original and notarized translation into the Ukrainian or Russian language);

- a document confirming absence of HIV infection (an original and notarized translation into the Ukrainian or Russian language);

- a medical certificate, witnessed by an official health care facility of a student's home country issued not later than two months prior to departure to Ukraine (an original and notarized translation into the Ukrainian or Russian language);

- a round-trip ticket with an open date of return to home country allowing to stay in Ukraine for at least a year.

All the above mentioned documents have to be witnessed (apostilled) in accordance with para 6 of the Act of the Cabinet of Ministers of Ukraine #1238 of August 05th, 1998.

Foreign students that have obtained a visa to Ukraine have to notify the education facility (that issued an invitation to them) about their arrival date and flight information to help arrange their meeting at an airport.

Visa fee - \$160.

Form of payment - money order.

International technical assistance

Original letter of Invitation from Ukrainian state organization which is a recipient of International technical assistance as well as the confirmation of registration of the International technical assistance project.

### **Religious Mission**

An original letter of invitation from a Ukrainian religious organization for a foreign missionary must contain or be accompanied by a written confirmation under the signature and seal of a responsible official of the Ministry of Culture of Ukraine on Religious Matters or of the department on religious matters of a regional or city administration depending on where the sponsoring organization is registered.

### **Branch of foreign company**

Original letter of Invitation from the branch of foreign company as well as the confirmation from the Ministry of Economy of Ukraine about the registration of the branch of foreign company.

### **Branch of foreign bank**

Original letter of Invitation from the branch of foreign bank as well as the confirmation from the National Bank of Ukraine about the registration of the branch of foreign bank.

### **Mass-Media**

Original letter from foreign mass-media which have to be confirmed by Ukrainian Committee on Television and Radio

Cultural and Sport Exchange, Volunteer

Original letter of Invitation from Ukrainian Governmental bodies which are responsible for cultural, scientific, educational and volunteer programs in which the foreigner has to participate or the Letter from volunteer organization registered in Ukraine.

### **Reunion of Family**

Certificate of Marriage with the citizen of Ukraine.

Document of the person who is a relative of the foreign citizen, the holder of Ukrainian Permanent/Temporary Card as well as a copy of Permanent/Temporary Card.

Special Attention for the Fulbright Program Members

The member of the above-mentioned Program has to present a copy of the Registration Card of the International Technical Assistance Project in Ukraine (issued by the Ministry of Economy of Ukraine) and the Letter-Invitation from the beneficiary Ministry of Ukraine.

For example if the beneficiary Ministry of the International Technical Assistance Project in Ukraine is the Ministry of Education and Science of Ukraine the Applicant have to present a Letter – Invitation from the Ministry of Education and Science of Ukraine.

According to the Decree of the Cabinet of Ministers of Ukraine # 567 dated 01 June, 2011 such category of Applicants will receive a Long-term visa (D type) up to 45 days. The visa has to be issued on free of charge regime.

During 45 days the beneficiary Ministry in Ukraine will arrange a Permanent/Temporary Residence Card which will allow staying and entering in Ukraine without visas.

To stay and live in Ukraine together with family the members of the Program have to receive a Permanent/Temporary Residence Card, send a copy of this card to the family and members of family (spouse, kids) can apply to the Embassy for Reunion Family Type of Visa.

### **Processing Fees**

Please be informed that Ukraine introduced a Visa free regime for citizens of the countries of European Union, U.S.A, Canada, Japan, Switzerland, Norway, San Marino, Monaco, Iceland, Vatican, Andorra, Liechtenstein and Republic of Korea, who may stay in Ukraine without visa up to 90 days.

A passport valid for six months beyond the planned date of travel is required.



For citizens of the above mentioned countries who enter Ukraine with the purpose of employment, permanent residency, study and work at the diplomatic missions of the above mentioned countries in Ukraine or with any other purpose if they are going to stay in Ukraine for more than 90 days, visas are still required.

No visas are required for citizens of the countries of the Commonwealth of Independent States (except Turkmenistan).

Visa issuance or adjustment are subject to a processing fee in US dollars payable to the Embassy of Ukraine only in the form of a postal money order at the time of the application.

Cash, credit cards, personal or company checks are not accepted.

Fees must be paid in the amounts stated below and should not include a return postage.

### **VISA FEES for US citizens:**

All applicants must pay a \$ 160.00 non-refundable application fee for every kind of visa (except long-term visas).

#### **1. ACCORDING TO THE NEW VISA REGULATION PROCEDURE ENTERS INTO THE FORCE SEPTEMBER 10, 2011:**

introduces three classes of visas:

1. Transit visa (VB), which will allow transit through the territory of Ukraine within the period of 5 days. Travellers can apply for one entry, two entries, as well as multiple entries within the period of one year. On the basis of reciprocity the Consular fee for the Transit visa will be \$160.

2. Short-term visa (VC), which will allow stay in Ukraine for less than 90 days within 180 days starting from the first entry to Ukraine. This visa will be issued as a one-entry, two-entries and multiple-entries valid for the period of from 1 month and up to 5 years. On the basis of reciprocity consular fee for the short-term visa will be \$ 160.

3. Long-term one-entry visa (VD), which could be issued for applicants entering Ukraine with the purpose of obtaining documents permitting stay in Ukraine for the period of longer than 90 days. Within 45 days from the moment of entry to Ukraine a holder of long-term one-entry visa should apply to relevant authorities in Ukraine for a permanent/temporary residence permit. Consular fee will be \$ 405 for employment based visas, \$ 160 for student visas, \$ 230 for immigration visas, \$ 190 for petition based visas, \$ 230 for family reunion visas and \$ 220 for all other purposes.

Transit visa (VB)

1. Single entry visa \$160
2. Double entry visa \$160

3. Multiple entry visa \$160

Short-term visa (VC)

1. Single entry visa \$160

2. Double entry visa \$160

3. Multiple entry visa \$160

Long-term one-entry visa (VD)

1. Single entry visa \$160-405

- On the RECIPROCAL BASIS FEES are WAIVED or REDUCED for persons listed in bilateral agreements.

#### VISA FEES for non-US citizens

Type of operation	Regular Up to 15 days	Expedited Up to 3 days
Transit visa (VB)	9- business day processing	3- business day processing
Single entry visa	\$ 85	\$ 170
Double entry visa	\$130	\$260
Multi entry visa	\$200	\$ 400
Short-term visa (VC)		
Single entry visa	\$85	\$170
Double entry transit visa	\$130	\$260
Multi entry transit visa	\$ 200	\$400
Long-term one-entry visa (VD)		
Single entry visa	\$ 85	\$170

Attention: This charge for every kind of visa is not refundable.

Processing times, requirements and fees are subject to change without notice.

Transit visa (VB)

1. Single entry visa \$160

2. Double entry visa \$160

3. Multiple entry visa \$160

Short-term visa (VC)

1. Single entry visa \$160

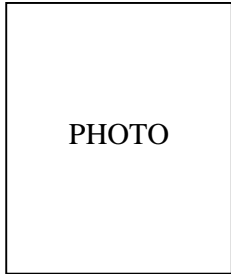
2. Double entry visa \$160

3. Multiple entry visa \$160

Long-term one-entry visa (VD)

1. Single entry visa \$160-405

**APPLICATION**  
**for Ukraine entry and transit visa**  
 This application form is free



1* . Surname (Family name(s))				For official use only  Дата подачі заяви:  Номер заяви:  Заяву прийняв:  Подані документи: <input type="checkbox"/> паспортний документ <input type="checkbox"/> фінансове забезпечення <input type="checkbox"/> запрошення <input type="checkbox"/> транспортний засіб <input type="checkbox"/> поліс медичного страхування <input type="checkbox"/> інше:  Прийняте рішення: <input type="checkbox"/> в оформленні відмовити <input type="checkbox"/> оформити: <input type="checkbox"/> В <input type="checkbox"/> С <input type="checkbox"/> Д  <input type="checkbox"/> Дійсна:  Від ..... До .....  Кількість в'їздів: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Багаторазова  Кількість днів:  Корінець візової етикетки:  Дата оформлення:  Підпис працівника уповноваженого органу:					
2* . Surname at birth (Former family name(s))									
3* . First name(s) (Given name(s))									
4. Date of birth (day-month-year)		5. Place of birth						7. Current nationality	
		6. Country of birth						Nationality at birth, if different	
8. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			9. Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Other (please specify)						
10. In case of minors: Surname, first name, address (if different from applicant's ) and nationality of parental authority/legal guardian									
11. National identity number, where applicable									
12. Type of travel document <input type="checkbox"/> Ordinary passport <input type="checkbox"/> Diplomatic passport <input type="checkbox"/> Service passport <input type="checkbox"/> Official passport <input type="checkbox"/> Special passport <input type="checkbox"/> Other travel document (please specify)									
13. Number of travel document		14. Date of issue						15. Valid until	
								16. Issued by	
17. Applicant's home address and e-mail address								Telephone number(s)	
18. Residence in a country other than the country of current nationality <input type="checkbox"/> No <input type="checkbox"/> Yes. Residence permit or equivalent..... No..... Valid until.....									
19. Current occupation									
20. Employer and employer's address and telephone number. For pupils and students – name, address and telephone number of educational establishment.									

\* Fields 1-3 shall be filled in in accordance with data in the travel document.

21. Main purpose of the journey: <input type="checkbox"/> Official, Business, Diplomatic visit <input type="checkbox"/> Tourism <input type="checkbox"/> Private (Visiting family or friends) <input type="checkbox"/> Study <input type="checkbox"/> Employment <input type="checkbox"/> Immigration (Entry for permanent residence) <input type="checkbox"/> Cultural or Sports <input type="checkbox"/> Religious <input type="checkbox"/> Transit <input type="checkbox"/> Other (please specify)	
22. Number of entries requested <input type="checkbox"/> Single entry <input type="checkbox"/> Two entries <input type="checkbox"/> Multiple entries	23. Duration of intended stay or transit Indicate number of days
24. Visas to Ukraine issued during the past three years <input type="checkbox"/> No <input type="checkbox"/> Yes. Date(s) of validity: from..... to.....	
25. Entry permit for the final country of destination, where applicable: Issued by ..... Valid from ..... until .....	
26. Intended date of arrival to Ukraine	27. Intended date of departure from Ukraine
28. Surname and first name of the inviting person(s) in Ukraine. If not applicable, name of hotel(s) or address of applicant's temporary accommodation(s) in Ukraine	
29. Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s) in Ukraine	30. Telephone and telefax
31. Name and address of inviting company/organisation	32. Telephone and telefax of company/organisation
33. Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organization	
34. Cost of travelling and living during the applicant's stay is covered	
<input type="checkbox"/> by the applicant himself/herself Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Traveller's cheques <input type="checkbox"/> Credit card <input type="checkbox"/> Prepaid accommodation <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> by a sponsor (host, company, organization), please specify <input type="checkbox"/> referred to in field 28 or 33 <input type="checkbox"/> Other (please specify) Means of support: <input type="checkbox"/> Cash <input type="checkbox"/> Accommodation provided <input type="checkbox"/> All expenses covered during the stay <input type="checkbox"/> Prepaid transport <input type="checkbox"/> Other (please specify)
35. Place and date	36. Signature (for minors, signature of parental authority/legal guardian)

I am aware that the visa fee is not refunded if the visa is refused

I am aware of and consent to the following: the collection of the data required by this application form, the taking of my two photographs and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application; and any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of Ukraine and processed by those authorities, for the purposes of a decision on my visa application.

I do hereby confirm that I have read and understood everything stated above. I declare that the information given by me on this application to the best of my knowledge is true. I am aware that untruthful data presented by me in this application may serve as a reason to refuse the issue of Ukraine's entry visa and to refuse me to enter Ukraine even in the case the entry visa has been issued.

I undertake to leave the territory of Ukraine before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the territory of Ukraine. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of the legislation of Ukraine and I am therefore refused entry. The prerequisites for entry will be checked again on entry into the territory of Ukraine.

Place and date	Signature (for minors, signature of parental authority/legal guardian)
----------------	--